

**County Service Area 17 (CSA-17) – 2014 Meeting Minutes**

CSA-17 Budget Subcommittee Meeting Minutes – January 14, 2014

CSA-17 Advisory Committee Meeting Minutes – February 4, 2014

CSA-17 Advisory Committee Meeting Minutes – May 6, 2014

CSA-17 Advisory Committee Meeting Minutes – August 5, 2014

CSA-17 Advisory Committee Meeting Minutes - November 4, 2014





# County of San Diego

**NICK MACCHIONE, FACHE**  
DIRECTOR

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## **CSA-17 BUDGET SUBCOMMITTEE MEETING** **Minutes** **Tuesday, January 14, 2014**

### **Members Present**

Cerny, Barb – Torrey Pines Community Planning Group  
Muir, Mark – City of Encinitas  
Zovanyi, Peter – Member-at-Large

### **Agency Representatives Present**

Daigle, Mike – Encinitas Fire  
Michel, Tony – Rancho Santa Fe Fire  
Stein, Mike – Encinitas Fire

### **County Staff Present**

Brewton, Linda  
Cavanaugh, Adria  
Smith, Susan

### **Recorder**

Wolchko, Janet I.

## **I. CALL TO ORDER/INTRODUCTIONS/ANNOUNCEMENTS**

Mark Muir, Chairperson called the meeting to order at 3:08 pm.

## **II. PUBLIC COMMENTS/PETITIONS**

There were no public comments or petitions submitted.

### III. FINANCIAL REPORT

Adria Cavanaugh

#### A. Revenue FY 2013/14 year-to-date

Property Tax	\$ 432,549
Benefit Fee Taxes	363,103
Interest/adjustment/other	1,718
Transport Fee (resident and non-resident)	<u>1,139,514</u>
<b>Total Revenue</b>	<b>\$1,936,884</b>

#### B. Expenditures FY 2013/14 year-to-date

Rural Metro	\$1,610,784
City of Encinitas	17,875
City of Del Mar	4,278
City of Solana Beach	8,129
Wittman Enterprises, LLC	47,386
County Admin Services	32,429
Equipment Purchase	115,000
North County Dispatch	<u>3,750</u>
<b>Total Expenditures</b>	<b>\$1,839,631</b>

**Ambulance Transport Services:** The new contract with AMR for ambulance transports total \$1,678,050 for the remaining FY 2013/14, keeping within the \$3.4 million budgeted.

### IV. REVIEW OF SALARY/BENEFITS PACKAGE FOR CSA17 EMS COORDINATOR

- A. Tony Michel, Rancho Santa Fe Fire Protection District, provided a comparison range of salary and benefits for the EMS Coordinator position.

Current compensation (comp) package includes actual earnings and the value of benefits for FY 2012/13.

1. Comments:

- Last year \$7,420 was added for single payer insurance for a total comp of \$127,420. County reimbursement to Rancho Santa Fe (contract) as of January is retroactive to July 1, 2013.
- Current compensation and projections included salary and benefits. Benefits include medical, dental and vision.
- Medical reimbursement/health savings account – up to \$4,500 Medical Savings/Health Retirement Account (HRA).
- Previous increase included fuel, maintenance (previously paid by SDMSE) and replacement of the vehicle provided for the EMS Coordinator. (\$15,750 annually).
- Salary adjustments were 3% increase and single medical coverage reimbursement.

**Motion was made by Mark Muir, seconded by Barb Cerny to include a cost of living raise for the CSA-17 EMS Coordinator. After discussion, the motion was dropped in order to explore other options/considerations available to the Board.**

2. Discussion topics included:
  - Long term recommendation versus 3%.
  - Benefit coverage level.
  - Cost of living.
  - Private contractor costs and options of cost containment, public versus private, to keep down costs.
3. The Subcommittee suggested CSA-17 Board members discuss a long term proposal in closed session before the CSA-17 Advisory Board meeting in February. Brown Act rules will be reviewed regarding closed session criteria.

**After review of the Brown Act, it was determined that the subject matter to be reviewed does not fall under the purview of a closed session meeting.**

## **V. BUDGET APPROPRIATION FOR FY 2014/15**

### **A. Revenue FY 2014/15 Budget Build**

Property Taxes	\$1,022,891
Benefit Fee Taxes	1,463,604
Interest/adjustment/other	14, 775
Transport Fee (resident and non-resident)	<u>1,887,907</u>
<b>Total</b>	<b>\$4,389,177</b>

**Property Tax:** Revenue from property taxes has been stable over the last five (5) years. It is recommended to keep the actual amount of \$1,022,891 from FY 2012/13 as the property tax projection for FY 2014/15 Budget Build.

**Benefit Fee:** The Consumer Price Index (CPI) is used to increase or decrease the benefit fee, typically increasing between 1-3% per year. The CPI has not been released for the next year; therefore, the projected amount is based on the actual from FY 2012/13 of \$1,463,604. The CPI comes out January 16, 2014.

**Ambulance Transport:** Revenue from transports of residents and non-residents for FY 2014/15 Budget Build is projected to remain the same as the FY 2012/13 year-to-date actual, at \$1,887,907.

**Billing Services:** FY 2012/13 billing services are currently at \$114,000, five (5) percent of the net revenue. The contract for billing services with Wittman Enterprises expires on June 30, 2014 and includes an additional six-month option to extend to December 31, 2014.

### **B. Expenditures FY 2014/15 Budget Build**

American Medical Response	\$3,356,100
Rancho Santa Fe Fire Protection District Total	\$ 204,034
• First Responder and Defib.	\$ 46,764
• Coordinator Salary & Benefits	127,420
• Vehicle costs for Coordinator	15,750
• Admin expenditures for Coord.	14,100

City of Encinitas	\$ 79,878
City of Del Mar	19,372
City of Solana Beach	25,294
Wittman Enterprises, LLC	130,000
County Admin Services	215,000
North County Dispatch	15,000
Misc. Mutual Aid	20,000
<b>Total</b>	<b>\$4,064,678</b>

**Ambulance Transport Services:** The new contract for ambulance transport with AMR will total \$3,356,000 for FY 2014/15 and increase to \$3,472,146 in FY 2015/16.

**First Responder's Contracts:** Continue to budget at the FY 2013/14 amount with the exception of Rancho Santa Fe due to possible modifications in EMS Coordinator position costs. A \$10,000 placeholder was added to the budget for the EMS Coordinator Salary & Benefits to have appropriations available for FY 2014/15.

**Dispatch Services:** Continue to budget at \$15,000 for FY 2014/15.

**Mutual Aid:** Recommend to budget at \$20,000 for FY 2014/15 as there are current contracts in place for these services.

**County CSA Administration:** FY 2014/15 projected budget will be the same amount as it was for FY 2013/14, at \$215,000. This includes interdepartmental services fees from the Department of Purchasing and Contracting, County Counsel fees, Public Works and Willdan Financial.

- C. The County is currently working on an eight (8) year financial forecast report to present at the CSA-17 Advisory Board meeting in February. Priority being the financial health of the CSA and avoiding an increase in ambulance transport fees while maintaining cash flow to cover contracted services.

**D. Comments on the Budget Build report:**

- There has been a 3.6% increase estimated for property tax.
- The Reserve account includes 120 days of coverage for operating expenses. It was noted that the County Parks and Recreation Department reserve policy also has 120 day reserve for operating expenses.
- Benefit fee increased last year by 1.60% and the previous year was increased by 3.03%. County staff is waiting for release of the CPI for the next year which is expected by the February meeting.
- County CSA administration service time charge included charges associated with the RFP meetings and reports.

Recommendation to accept the Budget Appropriations will be brought to the CSA-17 Advisory Board meeting in February.

**E. Additional agenda items for the CSA-17 Advisory Board:**

- Reserve account policy history and projection.
- Life Guard Training.

**VI. ADJOURNMENT**

Meeting adjourned at 4:45 pm.







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## **CSA-17 ADVISORY COMMITTEE MEETING**

### **Minutes**

**Tuesday, February 4, 2014**

#### **Members Present**

Cerny, Barbara – Torrey Pines Community Planning Group  
Hillgren, Nancy – Rancho Santa Fe Fire Protection Dist. (Alt)  
Muir, Mark – City of Encinitas  
Parks, Sherryl – City of Del Mar  
Tanner, John – Member-at-Large  
Zovanyi, Peter – Member-at-Large

#### **Agency Representatives Present**

Austin, David – American Medical Response (AMR),  
CSA Manager  
Baudoin, Maddie - AMR  
Daigle, Mike – Encinitas Fire  
Gibbs, Mike – Rancho Santa Fe Fire  
Johnson, Wayne – Rural Metro  
Michel, Tony – Rancho Santa Fe Fire  
Murphy, Mary – CSA-17 Fire

#### **Agency Representatives Present (con't)**

Rice, Mike – Operations Manager, AMR  
Russo, Joe – AMR CSA-17  
Schwartz, M.D., Brad – AMR Medical  
Director  
Twohy, Frank – Elfin Forest Fire

#### **County Staff Present**

Ameng, R.N., Diane  
Brewton, Linda  
Cavanaugh, Adria  
Haynes, M.D., Bruce  
Smith, R.N., Susan

#### **Recorder**

Wolchko, Janet I.

## **I. CALL TO ORDER/INTRODUCTIONS/ANNOUNCEMENTS**

Pledge of Allegiance

Mark Muir, Chair called the meeting to order at 4:01 p.m. All members were present with the exception of the representative from City of Solana Beach.

## II. APPROVAL OF MINUTES

A motion was made by John Tanner, seconded by Peter Zovanyi to approve the CSA-17 Advisory Committee minutes from November 5, 2013. Motion carried.

## III. PUBLIC COMMENTS/PETITIONS

There were no public comments or petitions submitted.

## IV. ELECTION OF CSA-17 CHAIR AND VICE-CHAIR

Motion was made by Mark Muir, seconded by Peter Zovanyi to elect Sherryl Parks as CSA-17 Advisory Committee Chair and Barb Cerny as CSA-17 Advisory Committee Vice-Chair. Motion carried.

## V. MANAGEMENT TEAM REPORT

### A. Budget and Finance Report – Adria Cavanaugh

#### 1. FY 2013/2014 Year-to-Date Revenue

Ambulance Transports		
Residents	\$ 1,032,328	
Non-Resident	\$ 263,306	
<b>Ambulance Transport Total Year-to-date</b>		\$ 1,295,634
Benefit fee		\$ 863,049
Property Tax		\$ 597,171
Interest and Miscellaneous		\$ 14,316
<b>Total Revenue</b>		<b>\$ 2,770,170</b>

As of January 30, 2013 there was an increase of \$22,788 in total revenue compared to the same period in the prior year.

#### 2. FY 2013/2014 Year-to-Date Expenditures **\$ 1,817,254**

Expenditures are higher than at this time last year. The increase was driven by the timing of invoice payments and an increase in Rural Metro payments in the prior six (6) months.

#### 3. Budget Forecast

- FY 2013/14 through FY 2021/22, expenses are projected to increase by 2.5%, revenue projected increases are 3.0%.
- Using the projected expenses and assuming the fund balance grows by approximately \$200,000 per year, the reserve is expected to reach \$1 million by FY 2015/16

4. FY 2014/2015 Proposed Budget:

FY 2014/2015 First Responder contract budgets remains steady. Rancho Santa Fe proposed expenditures included a 5% increase as a placeholder pending the Budget Subcommittees recommendation regarding the EMS Coordinator position. AMR contract RFP proposal expenditures are \$3,356,100.

5. Clarification was given on the County Administrative contract budget and the placeholder of 5% for the EMS Coordinator position.

**A motion was made by Nancy Hillgren to accept the budget with the 5% placeholder, seconded by Peter Zovanyi.**

Discussion on the motion: It was recommended to add a Cost-of-Living Adjustment (COLA) to this year's budget for the EMS Coordinator position and to have Rancho Santa Fe Fire Protection District present information on the EMS Coordinator position the next CSA-17 Advisory Committee meeting.

**By previous motion, CSA-17 members voted to approve the FY 2014/2015 Budget Proposal. Motion carried with one abstention.**

**B. Administrative Report - Bruce E. Haynes, M.D for Marcy Metz.**

Life Guard Training

When CSA-17 was established, services were intended for ambulance and paramedics. Life Guard mandatory training service was not part of the CSA-17 agreement.

The role of EMS includes a cooperative relationship with different employers such as Operations, Law Enforcement organizations, ambulance companies, paramedic providers, and fire fighters. This does not preclude Life Guards, and/or incorporating them as part of the system in planning and involvement during an emergency.

***Action Item:***

***Investigate the requirements for CSA to integrate services to include Life Guards and funding for monitoring of required classes and education.***

**C. Medical Director's Report - Dr. Bruce Haynes**

1. The State EMS Authority recognizes people across the State of California each year by presenting Community Service and Distinguished Service Awards. The following people were recognized from CSA-17:
  - Dave Austin of AMR received the Distinguished Service Award.
  - Ennis Jackson, paramedic, received a Community Service Award.

2. Flu season is not as bad as predicted. Influenza is higher with cases of pneumonia. This season there have been 20 flu related deaths. H1N1 which is included in this year's vaccine is the predominate strain.
3. The County as well as the rest of the country has been confronted with shortages of drugs. Alternative ways of administering and giving medication is used due to the shortages. The most recent shortage is with saline fluid.

**D. Paramedic Provider Report – Dave Austin, AMR CSA Program Manager**

1. Since the implementation of the CSA-17 contract, AMR has procured ambulances, medical equipment, and has hired 33 additional paramedics and EMT's. The mutual aid agreement between AMR and Rural Metro agencies allowed a smooth transition of services in the CSA area.
2. Basic Incident Command System (ICS) principles were used to establish an Incident Action Plan. The ICS management team is led by Mike Rice, AMR Operations Manager. Branch leaders are located at each of the stations where ambulances are assigned.
3. AMR deployment:
  - Solana Beach Station 1 (1-24 hour) paramedic unit and a reserve ambulance.
  - Encinitas Station 2, shared unit (12 hour). Staffed with AMR and fire partners.
  - Encinitas Station 5.
  - Rancho Santa Fe Station 1, 2 and 4.
4. Transition highlights:
  - There are seven (7) new modular ambulances with Mobile Data Computer (MDC) terminals and GPS.
  - EKG equipment, Life Pack (LP) 15 monitors are on loan. Monitors will be selected to have the same equipment used by the First Responders in the CSA.
  - Supervisors are available 24 hours 7 days/week. Supervisors are Paramedics, can respond with an ALS equipped First Responder vehicle, are ICS trained and help crews with the resupply and QA/QI monitoring process.
  - Billing interface is arranged with Whittman Enterprises.
  - QA process includes: First Watch alerts regarding mutual aid, email alerts concerning medication given to patients, additional triggers for cardiac arrest and chart audits.
  - Community Service/ED outreach includes blood pressure (BP) screenings, CPR programs and the County's *Live Well San Diego* initiative.
  - Call information included: 563 responses, 437 transports, six (6) mutual aid inbound to CSA during the month, 28 mutual aid outbound, zero (0) BLS move-ups, and zero (0) units out of service.

5. Milestones:
  - MDC's were delivered to North Communications services on December 31, 2013. All were online by January 22, 2014.
  - There was a community BP screening event in Encinitas on January 3, 2014, as well as a compression only CPR class.
  - First Watch exception reporting went online January 6, 2014.
  - AMR met with the County on January 10, 2014 regarding compliance reporting and mutual aid.
  - Mary Murphy and AMR gave an in-service in Elfin Forest on January 14, 2014.
  - First series of CE classes for the First Responders were on January 22, 24 and 28, 2014.
6. Quality Assurance (QA) Program – Joe Russo, R.N.

AMR's QA program includes First Watch/First Pass Triggers, patient care reviews, Pediatric Advanced Life Support (PALS), Advanced Cardiac Life Support (ACLS) courses, and Prehospital Trauma courses.
7. Cardiac Arrest Registry to Enhance Survival (CARES) - Brad Schwartz, M.D., AMR Medical Director

CSA-17 is part of the CARES national data base that collects information from prehospital and hospital environments, and provides agencies with data regarding post hospital care to improve survival outcomes.
8. Community Education and Services - Maddie Bavdion, AMR Manager of Government and Community Affairs.
  - Community Education and services include injury and illness prevention, free BP checks and compression only CPR.
  - *Love your Heart Day* on February 14, 2014 will provide free blood pressure screenings to the public at selected sites throughout San Diego County.
  - There are three training locations in the CSA-17 area, Rancho Santa Fe Fire Department at Forest Ranch Village Center, Rancho Santa Fe Senior Center and Encinitas Senior Center.
9. Paramedic Provider report discussion topics:
  - 24 hour supervisor staffing qualifications.
  - Education program and public awareness curriculum including hot topics.
  - Operation call volumes, call distribution and mutual aid calls.

#### **E. Operations Report - Barb Cerny**

1. Operations discussed funding and requested more specific information regarding what agency funds are to be used for, and if they should be separate from City General Funds.

***Action Item: Agencies to report on how the CSA-17ALS First Responder funds are spent (Operations Subcommittee June 2014).***

2. Transportation rates for mutual aid transport, changing usual and customary charges in the area, non-resident user rate and fee ordinance provider rates were discussed.

#### **VI. NEW BUSINESS/FUTURE AGENDA ITEMS**

- A. Dr. Haynes thanked Wayne Johnson and Rural Metro for their service to the CSA-17 area and their cooperation with AMR during the transition.
- B. The County has scheduled a *Sidewalk CPR Day* event on June 5, 2014. Stations will be set up throughout the County to teach bystanders chest compressions only CPR.

#### **VII. FUTURE AGENDA ITEMS**

- Life Guards CE education and training.
- EMS Coordinator position presentation that was previously given at the Budget Subcommittee.
- Operations fund allocation.

#### **VIII. SET NEXT MEETING/ADJOURNMENT**

The meeting was adjourned at 5:34 p.m.

The next CSA-17 Advisory Board meeting is scheduled for Tuesday, May 6, 2014 at 4:00 p.m.

Submitted by  
Janet I. Wolchko, Administrative Secretary  
County of San Diego Emergency Medical Services



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## **CSA-17 ADVISORY COMMITTEE MEETING** **Minutes** **Tuesday, May 6, 2014**

### **Members Present**

Cerny, Barbara – Torrey Pines Community Planning Group  
Hillgren, Nancy – Rancho Santa Fe Fire Protection Dist. (Alt)  
Muir, Mark – City of Encinitas  
Parks, Sherryl – City of Del Mar  
Zovanyi, Peter – Member-at-Large

### **Agency Representatives Present**

Austin, David – American Medical Response (AMR),  
CSA Manager  
Baudoin, Maddie – AMR  
Gibbs, Mike – Rancho Santa Fe Fire  
Hunt, Joseph – AMR  
Michel, Tony – Rancho Santa Fe Fire  
Rice, Mike – Operations Manager, AMR  
Sawdey, Deanna – AMR

### **Agency Representatives Present (con't)**

Schwartz, M.D., Brad – AMR Medical  
Director  
Stein, Mike – Encinitas Fire Department  
Twohy, Frank – Elfin Forest Fire

### **County Staff Present**

Ameng, R.N., Diane  
Beam, Jamie  
Brewton, Linda  
Haynes, M.D., Bruce  
Metz, R.N., Marcy

### **Recorder**

Wolchko, Janet I.

## **I. CALL TO ORDER/INTRODUCTIONS/ANNOUNCEMENTS**

Sherryl Parks, Chair called the meeting to order at 4:04 p.m.

## **II. APPROVAL OF MINUTES**

A motion was made by Mark Muir, seconded by Peter Zovanyi to approve the CSA-17 Advisory Committee minutes from February 4, 2014. Motion carried.

A motion was made by Mark Muir, seconded by Peter Zovanyi to approve the CSA-17 Budget Subcommittee minutes from January 14, 2014. Motion carried.

### III. PUBLIC COMMENTS/PETITIONS

There were no public comments or petitions submitted.

### IV. COUNTY SERVICE AREA (CSA) EMERGENCY MEDICAL SERVICES (EMS) COORDINATOR POSITION PRESENTATION – Mike Gibbs

References for the presentation include: the San Dieguito Ambulance District CSA-17 Activity Report, the San Diego Local Agency Formation Commission (LAFCO) website and historical information from local fire agency Chiefs.

#### A. History of CSA-17

1. 1969 - County Service Area 17 (CSA-17) was formed by the San Diego County Board of Supervisors. The primary goal was to provide Basic Life Support (BLS) level of service for Del Mar, Encinitas, Solana Beach, Rancho Santa Fe Fire Protection District (RSFFPD) and portions of Elfin Forest Harmony Grove (CSA-107)
2. 1975 – The level of service increased to Advanced Life Support (ALS).
3. 1976 – Del Mar Heights, Torrey Pines High School and portions of Del Mar Terrace that were within the City of San Diego were annexed into CSA-17.
4. 1992 – CSA-17 was redesigned as an ambulance district to *San Dieguito Ambulance District*.
5. 1993 – Portions of the unincorporated 4-S Ranch Fire Protection District within RSFFPD was annexed in to the CSA-17.
6. 2007 – The EMS Coordinator position was created and funded as part of the contract with San Diego Medical Services Enterprise (SDMSE) and the County of San Diego.
7. 2011 – The Coordinator position became an employee of RSFFPD, supervised by the Operations Chief from the City of Encinitas. Currently the position is supervised by the RSFFPD Operations Chief.

#### B. Coordinator Position

1. Prior to the EMS Coordinator position, Quality Assurance (QA), Quality Improvement (QI) and education was provided by a contract with Scripps Hospital La Jolla and County of San Diego EMS.
  - The contract provided medical oversight of EMTs and Paramedics within CSA-17.
  - The position performed field care audits for paramedics and EMTs, and was open to first responders and hospital staff needing continuing education credit.
  - Additional education was provided through the CSA-17 ambulance provider such as topics related to EMS prehospital care.
2. The EMS Coordinator position is responsible for planning, coordinating and monitoring technical and administrative aspects for Paramedics and EMTs, ensuring compliance with the State and Federal laws and regulations.



3. Benefits of the EMS Coordinator to CSA-17
  - Improved internal and external customer service.
  - Liaison between EMS, local fire agencies, health and residential care facilities.
  - Quarterly paramedic peer reviews.
  - Improved accountability and medical documentation.
  - QA and QI of probationary firefighter paramedics.
  - Coordinates EMT recertification and training requirements.
  - Provides community outreach and education with the ambulance provider.
  - Represents fire agencies on local committees.
4. Discussion topics and comments:
  - PERS retirement, medical benefits, RSFPD health retirement account and funds for medical reimbursement expenditures outside of insurance.

**A motion was made by Mark Muir, seconded by Barb Cerny for a CPI increase to the EMS Coordinator salary.**

Discussion on the motion:

1. CSA-17 policy and compensation for the position.
2. Long term/multi-year approach.
3. Operations, County analysis and options of the position.

**A motion was made by Mark Muir, seconded by Nancy Hillgren to amend the original motion to a 3% increase in salary, review the Operations information, analysis and options of the position with discussion on establishing a CSA-17 3 to 5-year plan regarding the EMS Coordinator position salary. Motion carried.**

## **V. MANAGEMENT TEAM REPORT**

### **A. Budget and Finance Report – Jamie Beam**

#### **1. FY 2013/2014 Year-to-Date Revenue**

Ambulance Transports Year-to-date		\$ 1,826,560
Residents	\$ 1,456,793	
Non-Resident	<u>\$ 369,767</u>	
Benefit fee		\$ 1,017,355
Property Tax		\$ 905,735
Interest and Miscellaneous		<u>\$ 13,142</u>
<b>Total Revenue</b>		<b>\$ 3,762,792</b>

Ambulance transport revenue was higher than this time last year. The billing company has had an increase in ambulance transport collections, with a 75% collection rate for FY 2013/14.

2. FY 2013/2014 Year-to-Date Expenditures

**\$ 2,549,811**

Expenditures are higher than at this time last year. The increase was driven by the timing of invoice payments and an increase in Rural Metro Payments in the first six (6) months of the fiscal year.

3. FY 2014/15 Budget

The benefit fee is tied to the Consumer Price Index for the San Diego region which is calculated at 1.3%, raising the benefit fee by 38 cents from \$27.71 to \$28.07.

4. CSA 17 Billing RFP Update

The RFP closed on Friday, April 25<sup>th</sup>. A source selection committee is being formed for the RFP for billing services in CSA-17. The current contract with Wittman may be extended through December 31, 2014 to allow additional procurement time and transition time if necessary.

5. Discussion topics:

- Parcel tax.
- Possibility of Benefit fee and Property Tax breakdown by jurisdiction.
- Long range planning for reserve amounts. CSA-17 previously recommended a 180 day amount for the reserve account.

**A motion was made by Mark Muir, seconded by Peter Zovanyi to maintain a 120 to 180 day range amount for the CSA-17 reserve. Motion carried.**

**B. Administrative Report - Marcy Metz**

1. Community events:

- *Strike out Stroke Day* at the Padres game is Saturday, May 10, 2014. The event provides community awareness for signs and symptoms of Stroke, the risk factors, and to call 911 as soon as possible to improve stroke outcomes.
- The 3<sup>rd</sup> Annual *Sidewalk CPR* event will be held on June 5, 2014, from 10 am – 4 pm. The goal this year is to train 3,500 individuals in adult compression CPR. Registration is still open for community agencies to sign up to conduct the event at local sites.
- This year is the 30<sup>th</sup> Anniversary of the San Diego Trauma System. Scripps La Jolla is the trauma center in the CSA-17 area. The Trauma Research Education Foundation (TREF) has been involved with anniversary activities including a dinner at the Grand Manchester Hyatt in June that will be attended by some of the founders of the trauma system.
- The County Office of Emergency Services is updating the San Diego Operational Area Plan that includes the annex for multi-casualty response. Internal and community stakeholder meetings have been held for revision recommendations. The Emergency Medical Care Committee (EMCC) will be the approving authority for changes to the operational plan.

- Hospitals will be participating in the annual Emergency Preparedness Exercise on November 20, 2014. The exercise will have an infectious disease scenario.

### **C. Medical Director's Report - Bruce E. Haynes, M.D.**

1. This year EMS will review the protocol and policies for changes and updates.
2. The first U.S. case of the Middle East Respiratory Syndrome (MERS) virus was found in an individual who traveled from Saudi Arabia to London and then to Chicago. The individual was admitted with respiratory symptoms where tests were positive for MERS. The patient has recovered and has been discharged from the hospital. The MERS virus is caused by a Coronavirus with developing symptoms of severe respiratory illness, fever, cough and shortness of breath. About 30% of those that become ill die. The Centers for Disease Control (CDC) recommend that healthcare workers wear gloves, etc. and an N95 mask.
3. Lifeguard CE Education and Training  
Lifeguards are considered part of the EMS system, but not included under CSA-17. Cooperative efforts with lifeguards include:
  - Dispatch through Northcom communications. Lifeguard agencies are on the same 800 MHz system and dispatched on the same channels and frequencies as the fire agencies.
  - Lifeguards participated in the March 5<sup>th</sup> maritime mass casualty drill on San Diego Bay. The drill was a team effort with a goal to bring agencies together and to make sure that everyone can communicate and work together.
  - Coastal Agencies have a Tsunami plan alert developed for Del Mar, Solana Beach and Encinitas with notification through NOAA.

### **D. Paramedic Provider Report – Dave Austin**

1. Submitted first quarter performance reports for January, February and March included:
  - Cover letter sent to the EMS agency
  - Monthly compliance report
  - Monthly mutual aid report
  - Monthly transportation to hospital by unit and sorted by community.
  - Quarterly public service and education report
2. CSA-17 overall January performance was at 90.23%. Del Mar and Del Mar Heights was 80% compliant, Rancho Santa Fe was 89.47% compliant. In February and March, AMR response was compliant in each of the designated jurisdictions, which will be in the next quarterly report.
3. Challenges in the transition of service to CSA-17:
  - City of San Diego using CSA-17 units along Rancho Santa Fe or in the City of San Diego. In January, Rural Metro added an additional unit in the area.

- A cut off level was established where NorthComm will not grant mutual aid to surrounding communities unless there are enough units in the CSA to properly serve the area.
  - AMR received Mobile Data Computers (MDC's) from NorthComm in December, implementation was in January. GPS tracking issues were resolved and are working well.
4. AMR established a posting plan for unit coverage in the service area and established busy alerts for the CSA supervisors and crews to anticipate moving to a better location for coverage.

***Action Item: Request that transport by unit information includes a footnote on location.***

5. Continuing Education

- Dr. Schwartz commented that education talks were given to the agencies on prehospital care. It was noted CSA-17 knowledge of prehospital care and cardiac arrest saves were high.

6. Community and Public Education – Maddie Baudion

- CSA-17 participated in the Safe Homes Coalition prescription drug abuse awareness campaign with the Sheriff's Office and DA's office to raise awareness to prescription drug abuse and prescription drug theft.
- There was an open house ambulance unit at the Encinitas Easter egg hunt and AMR team at the RSF Easter egg hunt.
- Upcoming Events: National EMS week is May 18 – 24, First responder lunch at Encinitas Fire from 11 – 2 pm on May 19 and 22 and pizza lunch at the Solana Beach station.

***Action Item: Request that the Paramedic report be provided for distribution before the meeting.***

**E. Operations Report – Mike Stein**

1. Encinitas Department Battalion Chief Darren Ward retired last month.
2. There will be a multi-agency/multi-discipline drill at the Scripps Encinitas hospital on June 5-7, 2014.
  - June 5<sup>th</sup> - tabletop exercise.
  - June 6<sup>th</sup> - active shooter scenario and mass casualty event (MCE) with the San Diego Sheriff's, San Diego Police Department (PD), Chula Vista PD, Sheriff's bomb arson, Encinitas Fire, Solana Beach Fire, Rancho Santa Fe fire and Scripps Encinitas staff.
  - June 7<sup>th</sup> - Encinitas personnel will be conducting an internal evacuation.
3. Last month there was a Mass Casualty drill in the City of San Marcos involving a school bus, 2 cars and 45 patients.

4. Once a month Triage Tuesday is conducted using triage tags during a mass casualty event to identify the patient's condition. First responders evaluate the patient's injury and place a triage tag by the victim to identify the severity of their condition.

5. Education

- January – AMR class for Sudden Infant Death Syndrome (SIDS) and infection control.
- February – Tape review and Critical Incident Stress Debriefing (CISD).
- March – Advanced cardiac life support group class.
- April – 12-lead electro cardiograph.
- February – Quarterly testing for probationary fire fighters.

## **VI. NEW BUSINESS/FUTURE AGENDA ITEMS**

### **A. Elfin Forest/Harmony Grove EMS Service – Bruce E. Haynes, M.D.**

1. Elfin Forest/Harmony Grove is located partially in the CSA area. A map was provided of the location.
2. There is a 750 home development under construction in the area. The developer has agreed to put a fire station there with paramedic/ALS level service.
3. Financial and coverage issues will be reviewed. EMS will conduct an Impact Analysis.
4. Discussion topics included:
  - Developer funds for a fire station.
  - LAFCO process for annex in to the CSA-17.
  - Operations Committee to review the EMS Impact Analysis and make recommendations.

## **VII. FUTURE AGENDA ITEMS**

- Elfin Forest update.
- Paramedic provider unit locations.
- Operations Subcommittee First Responder funds and how the funds are spent.

## **VIII. SET NEXT MEETING/ADJOURNMENT**

The meeting was adjourned at 5:56 p.m.

The next CSA-17 Advisory Board meeting is scheduled for Tuesday, August 5, 2014 at 4:00 p.m.

Submitted by

Janet I. Wolchko, Administrative Secretary

County of San Diego Emergency Medical Services





# County of San Diego

**NICK MACCHIONE, FACHE**  
DIRECTOR

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## CSA-17 ADVISORY COMMITTEE MEETING Minutes Tuesday, August 5, 2014

### Members Present

Cerny, Barbara – Torrey Pines Community Planning Group  
Hillgren, Nancy – Rancho Santa Fe Fire Protection Dist. (Alt)  
Kranz, Tony – City of Encinitas (Alt)  
Parks, Sherryl – City of Del Mar  
Tanner, John – Member-at-Large  
Zovanyi, Peter – Member-at-Large

### Agency Representatives Present

Austin, David – American Medical Response (AMR),  
CSA Manager  
Baudoin, Maddie – AMR  
Gibbs, Mike – Rancho Santa Fe Fire  
Kerridge, Carol – Del Mar  
Mercer, Kevin – AMR  
Michel, Tony – Rancho Santa Fe Fire  
Rice, Mike – Operations Manager, AMR

### Agency Representatives Present (con't)

Schwartz, M.D., Brad – AMR Medical  
Director  
Stein, Mike – Encinitas Fire Department  
Twohy, Frank – Elfin Forest Fire

### County Staff Present

Ameng, R.N., Diane  
Beam, Jamie  
Brewton, Linda  
Cavanaugh, Adria  
Haynes, M.D., Bruce  
Leverson, Jim  
Metz, R.N., Marcy  
Smith, R.N., Susan  
Wolchko, Janet I. (Recorder)

## I. CALL TO ORDER/INTRODUCTIONS/ANNOUNCEMENTS

Sherryl Parks, Chair called the meeting to order at 3:57 p.m.

## II. APPROVAL OF MINUTES

A motion was made by Peter Zovanyi, seconded by Barb Cerny to approve the CSA-17 Advisory Committee minutes from May 6, 2014. Motion carried.

## III. PUBLIC COMMENTS/PETITIONS

There were no public comments or petitions submitted.

## IV. ELECTION OF CITIZEN-AT-LARGE REPRESENTATIVE MEMBER

Sherryl Parks, CSA-17 Chairperson introduced the candidates for citizen-at-large representative. The candidates shared their background and experience. A ballot vote was taken.

Peter Zovanyi was selected by the Advisory Board members to be the CSA-17 citizen-at-large member representative for a term of two (2) years.

### *Action Item:*

*A letter of nomination and application for Peter Zovanyi will be forwarded to the Clerk of the Board via the appropriate County Departments to be approved by the Board of Supervisors.*

## V. MANAGEMENT TEAM REPORT

### A. Budget and Finance Report – Adria Cavanaugh

#### 1. FY 2013/2014 Revenue Growth by Source

Ambulance Transports Year-to-date		\$ 2,162,000
Residents	\$ 995,000	
Non-Resident	<u>\$ 1,167,000</u>	
Benefit fee		\$ 1,496,000
Property Tax		\$ 1,072,000
Interest and Miscellaneous		<u>\$ 20,000</u>
<b>Total Revenue</b>		<b>\$ 4,750,000</b>

Financial profile of CSA-17 continues to improve. Revenue has increased this fiscal year by 8.2%. The highest growth was seen with the resident transport fees ,which grew 26.2% year-over-year and accounted for 4.7% of total revenue growth.

#### 2. FY 2013/2014 Expenditures by Source

Ambulance	\$ 3,602,000
Dispatch Services	\$ 15,000
Billing & Collection Services	\$ 108,000
County – Admin Services	<u>\$ 169,000</u>
<b>Total Expenses</b>	<b>\$ 3,894,000</b>



Expenses have increased by 5.2%. Expenditure growth was primarily driven by ambulance service expense and County Administration Services. Administration Service expenditure was higher due to costs related to the RFP process for the CSA 17 ambulance transport contract.

3. Revenue and Expenditure History and Projection

Revenue less expenditures:

FY 2012/13 Actual	\$ 689,239
Projection for FY 2013/14	\$ 548,803
FY 2014/15 Budget Projection	\$ 617,073

As a result of the user fee that was passed, \$54,803 will be transferred to the reserve fund. A 180 day maximum amount for the reserve was approved by the Advisory Board during the May meeting.

***Action Item:***

***A request was made for an estimated projection of when the targeted 180 days maximum for the reserve will be reached.***

4. CSA 17 Fee Schedule

The benefit fee for FY 2013/14 changed from \$27.71 to \$28.07 for FY 2014/15. Transport fees for residents and non-residents did not change from FY 2013/14 to FY 2014/15.

CSA-17 resident transports are 65% of the total transports and 45% of transport revenue. This is due to the differences in the rates charged to residents versus non-residents..

5. FY 2013/14 Distribution of Charges by Payor

The breakdown of charges billed to Medicare, Medicare HMO, Medi-Cal, Medi-Cal HMO, insurance companies and patients was presented. The chart is based on the dollar amount billed to each category of payor, not the amount actually paid.

***Action Item:***

***Research information on amounts of revenue collected by payor mix.***

**B. Administrative Report - Marcy Metz**

1. *The 3<sup>rd</sup> Annual Sidewalk CPR* event was held in June. Twenty-four (24) agencies in San Diego County participated in training 3,143 individuals in adult compressions CPR at 35 locations. In Southern California local EMS agencies had a combined total of approximately 17,000 individuals trained within a six (6) hour period. Ms. Metz thanked the hospitals and agencies for their volunteered participation.

**C. Medical Director's Report - Bruce E. Haynes, M.D.**

1. PulsePoint was started by a fireman in Northern California who recognized that individuals were not aware when someone in the vicinity was having a cardiac arrest and needed CPR.

PulsePoint is a Smart Phone application that individuals with CPR knowledge can download for the purpose of alerting them when there is a person in the vicinity with a cardiac arrest and CPR is needed. There is also an associated application that will give the location of the nearest AED.

***Action Item:***

***Information regarding the PulsePoint application will be forwarded to CSA-17.***

2. The Ebola epidemic started during March in Western Africa. As of the last count, 1600 people have contracted the disease, 900 have died. The historical death rate for epidemic outbreaks is usually around 90%, the Ebola outbreak is now at 60%. Precautions in the United States are in place, protective equipment is used with infectious diseases. Discussion continued on San Diego hospital readiness for infectious diseases.
3. A trial study has been adopted by the Sheriff Department and the County for Deputies to administer naloxone to apparent overdose victims. Sheriff Deputies are often the first responders arriving on scene in cases of narcotic overdose. The study is being conducted in Lakeside and Santee where Deputies can carry and administer the naloxone antidote using a nasal spray when a person is noticed as an apparent narcotic overdose.

**D. Paramedic Provider Report – Dave Austin**

1. AMR quarterly reports for April, May and June were distributed and sent out prior to the meeting for the Advisory Board to review. CSA units at the stations and a map of the station locations in CSA-17 were provided.

Response time performance in the second quarter:

- April was 96% compliant based on 553 calls and 366 transports
- May was 93.76% compliant based on 609 calls and 390 transports
- June was 95.40% compliant based on 652 calls and 415 transports

Milestones/highlights:

- Response to the fires in May
- The County fair in June and July
- Del Mar horse race season
- Summer coastal season

2. Continuing Education  
Joe Russo has resigned from AMR upon accepting a position with the San Diego Fire and Rescue Department.
3. CSA-17 Community Education  
AMR reported 339 community education hours serving 3,475 people.
  - 2,726 were trained in CPR during the first 6 months

- AMR worked with the Encinitas lifeguards and their Jr. Lifeguard program. 729 Jr. Lifeguards were trained in compressions only CPR. In the next session, they will be adding information on downloading the PulsePoint application.
4. Cardiac Arrest Registry to Enhance Survival (CARES) rates in CSA-17: There were 29 registered cardiac arrests of which 24 were cardiac in origin. Dr. Schwartz provided an example of a cardiac survival incident where excellent care and quality CPR was given by providers in the CSA-17 area.

#### **E. Operations Report – Mike Gibbs**

1. In June, Scripps Encinitas opened their new emergency department (ED). A week prior to the opening there was participation by the ED and fire agencies in an active shooter exercise.
2. AMR partnerships with Coastal Agencies, Rancho Santa Fe, Vista, Carlsbad, Escondido, Oceanside agreed to plan for a major medical response prior to activation of an Annex D response. An additional five (5) BLS ambulances will be called to the incident to assist in transporting victims from the scene as quickly as possible.
3. AMR assistance with resources during the Wildfires was appreciated. Highlights of the May 13 Bernardo fire were given.

#### **F. CSA-17 EMS Coordinator – Mary Murphy**

1. CPR training was given. In addition to the example given by Dr. Schwartz, Ms. Murphy cited another example of a successful CPR incident. She stated that most people estimate that 50 to 60% of cardiac victims recover, but it is less than 10%. CPR classes will be offered in schools.
2. The annual Protocol and Procedure update and review was completed. The review included updates on new medications and how they are administered.
3. Intraosseous (IO) instruction training which is used in cardiothoracic patients is scheduled for tomorrow.
4. Information on the PulsePoint application to activate bystander support for CPR can be found on the Rancho Santa Fe website with step-by-step instruction.
5. There are three (3) new hires in Rancho Santa Fe and two (2) new hires in Encinitas.

#### **G. EMS Coordinator Report – Mike Stein**

In May, the Operations Chiefs were directed to compare how other systems deliver coordinator activity. A comparison with other agencies in the County, background, analysis of pros and cons, recommendation and financial considerations were presented.

## **VI. OLD BUSINESS/FUTURE AGENDA ITEMS**

### **A. Elfin Forest/Harmony Grove EMS Service**

1. Portions of the Elfin Forest/Harmony Grove area are proposed to be annexed into the Rancho Santa Fe Fire Protection District. Some of the Elfin Forest/Harmony Grove area boundaries cross into the CSA-17 exclusive operating area; therefore, an analysis is underway to evaluate the impact of incorporating CSA-107, or Harmony Grove, into CSA-17 for the provision of emergency medical services.

CSA-107 is made up of the two unincorporated communities of Elfin Forest and Harmony Grove, encompassing approximately eleven square miles. The area includes 400 rural homes in the Elfin Forest Recreational Reserve.

2. The parcel tax charged to the residents of CSA-17 would apply to the new area in Harmony Grove. The property tax formula is already in place for CSA-17 and is .299% of the 1% of property tax. With the projected development of approximately 740 homes, population, parcel tax and property tax, the revenue from the two sources would be approximately \$54,000.
3. LAFCO has recommended that the fire departments move forward with a parallel track for fire annexation into the Service Area 17. A draft of the impact analysis was presented to the Fire Chiefs for their input and recommendations.
4. The intent is to have the application for annexation in September or October. A draft of the report can be reviewed by the CSA-17 Advisory Board before submitting the application. Due to the timeline and the next scheduled quarterly CSA-17 Advisory Committee meeting, a special advisory committee meeting may be scheduled to review the report.
5. The increased volume of ALS transports due to the annexation of CSA-107 into CSA-17 will be minimal compared to the total CSA-17 transport volume. It is expected that there would be one (1) additional transport every five (5) days.
6. Tony Michel added that the annexation process with Rancho Santa Fe should move forward. If Rancho Santa Fe negotiations with the County are not successful, Elfin Forest or County Fire Authority will continue the service. The County and the developer reviewed the agreement to require a three (3) person engine company and ALS service to that community. The fire district has been asked to look at providing the service as one of the options.
7. The revenue and service delivery model was discussed. Having the ALS first response available is helpful for staffing adjustment. The property and parcel tax of approximately \$55,000 does not cover the cost of a fully staffed paramedic ambulance. That information will be part of the final report that can be presented to the CSA-17 Advisory Committee.

8. The final impact analysis will provide recommendations to the Advisory Committee. The LAFCO website has maps of the area for understanding the concept of area.

***Action Item:***

***A request was made to have annexation documents forwarded to the Advisory Committee.***

**VII. FUTURE AGENDA ITEMS**

No future agenda items were discussed.

**VIII. SET NEXT MEETING/ADJOURNMENT**

The meeting was adjourned at 4:55 p.m. Next meeting will be November 4, 2014.

Submitted by

Janet I. Wolchko, Administrative Secretary

County of San Diego Emergency Medical Services





# County of San Diego

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## CSA-17 ADVISORY COMMITTEE MEETING

### Minutes

Tuesday, November 4, 2014

#### Members Present

Cerny, Barbara – Torrey Pines Community Planning Group  
Kranz, Tony – City of Encinitas (Alt)  
Muir, mark – City of Encinitas  
Parks, Sherryl – City of Del Mar  
Tanner, John – Member-at-Large  
Stine, Tucker – Rancho Santa Fe FPD (Alt)  
Zovanyi, Peter – Member-at-Large

#### Agency Representatives Present

Austin, David – American Medical Response (AMR),  
CSA Manager  
Daigle, Mike – Encinitas Fire Department  
Gibbs, Mike – Rancho Santa Fe Fire  
Michel, Tony – Rancho Santa Fe Fire

#### Agency Representatives Present (con't)

Morton, Chuck – San Marcos Fire Department  
Stein, Mike – Encinitas Fire Department  
Twohy, Frank – Elfin Forest Fire

#### County Staff Present

Ameng, R.N., Diane  
Brewton, Linda  
Haynes, M.D., Bruce  
Levenson, Jim  
Metz, R.N., Marcy  
Taylor, John – San Diego LAFCO  
Wolchko, Janet I. (Recorder)

## I. CALL TO ORDER/INTRODUCTIONS/ANNOUNCEMENTS

Sherryl Parks, Chair called the meeting to order at 4:05 p.m.

## II. APPROVAL OF MINUTES

A motion was made by Peter Zahn, seconded by Barb Cerny to approve the CSA-17 Advisory Committee minutes from August 5, 2014. Motion carried.

### III. PUBLIC COMMENTS/PETITIONS

Mr. Robert Keiholtz asked to speak regarding ambulance transport services he received on July 23, 2014. Mr. Keiholtz will submit backup documents regarding the transport to EMS for review.

**Action Item: Place agenda item regarding mileage and procedure of transports on the February 2015 agenda.**

### IV. MANAGEMENT TEAM REPORT

#### A. Budget and Finance Report – Linda Brewton

##### 1. Revenue Year to Date 2014/15

Ambulance Transports Year-to-date		\$ 635,000
Residents	\$ 368,000	
Non-Resident	<u>\$ 267,000</u>	
Benefit fee		\$ 0
Property Tax		\$ 29,000
Interest and Miscellaneous		<u>\$ 3,000</u>
<b>Total Revenue</b>		<b>\$ 667,000</b>

Revenue for July through October is down 17% from the previous year. This is driven by declines in resident and nonresident transport fees for the first quarter FY 2014/15. Transport fees can be down on a short term basis while the overall trend is up; it is too soon to tell if the Q1 results are indicative of a longer term trend.

For the first quarter of FY14-15, Resident transports are up 21%, nonresident down by 11%, as compared to the historic average. Cash received for transports are trending down 3% for residents and 10% for nonresidents.

##### 2. Expenses Year to Date 2014/15

Ambulance	\$ 863,000
Dispatch Services	\$ 4,000
Billing & Collection Services	\$ 17,000
County – Admin Services	<u>\$ 6,000</u>
<b>Total Expenses</b>	<b>\$ 890,000</b>

Expense growth is up 61% from the prior year at this time. Expenditures are fixed priced contracts. Any variations are due to time of difference when invoices are received and processed.



3. Wittman billing contractor was rehired and lowered their fee schedule to 4% of net collections from 5% in the previous year.
4. Reserve balance was tracked by actual, projected, and from FY 09/10 through FY 17/18. Last year the committee raised the required reserve from 120 days of expenses to a range of 180 days. The reserve target of 180 days in the reserve was reached last fiscal year. There was a request to provide monthly updates by quarter.

**B. Administrative Report - Marcy Metz**

1. San Diego County has two (2) Community Paramedicine (CP) pilot projects that are being considered by the State. The State submitted the applications to OSHPD which is the approval body for any type of pilot project involving healthcare providers. The projects are due to be approved on or before November 12, 2014. Staff recommendation to the Director of OSHPD was to approve the projects with certain provisions including patient safety, standardized training, evaluation and data collection.
2. November 20, 2014 is the Statewide Medical Health Exercise where hospitals participate in hospital preparedness programs (HPP). The scenario will be an Ebola infectious disease where a suspected Ebola patient will arrive in the hospital emergency departments. The EMS MOC/DOC will be activated for the drill.

**C. Medical Director's Report - Bruce E. Haynes, M.D.**

**1. Ebola Outbreak:**

- Three countries impacted by Ebola are Sierra Leone, Guinea and Liberia. Nigeria and Senegal were able to prevent new cases through isolation and management of patients.
- Currently there have been 14,000 cases of Ebola and 5,000 deaths in Western Africa.
- Ebola is passed on through direct contact of bodily fluids from someone who is close to death, contaminated objects that were used, or infected animals. It is not transmitted through air, food or water. Early symptoms include a fever (8 to 10 days after the exposure), headache, diarrhea, vomiting, weakness, stomach pain, lack of appetite, unexplained bleeding and joint pain.
- Individuals that travel from the three Ebola impacted countries are screened in West Africa, Europe and U.S. San Diego has had three (3) low risk cases that are being monitored. Screening and monitoring is done by the community epidemiology department which is available to take calls 24 hours a day.
- Transport options for a suspected Ebola case could go by 911 with crews in protective gear. AMR, Rural Metro the City of San Diego have specialized teams that can be called for transportation to a hospital or by interfacility transfer (IFT). These agencies have had special training in management of PPE, safety and transporting Ebola patients.
- Field advisories have been sent out and protocols for the field are being reviewed.

Discussion topics included:

- Process and procedures to use in the field for CSA-17.
- Public communication and information.

#### **D. Paramedic Provider Report – Dave Austin**

1. AMR quarterly reports for July, August and September were distributed and sent out prior to the meeting. The quarterly reports were reviewed for the Advisory committee.

Monthly summaries on number of calls, transports and response time performance were given for the quarter.

2. Community Service and Public Education Reports:

##### Milestones/highlights:

- Project PulsePoint - as of October 3rd the County reported 10,549 individuals were registered on PulsePoint.
- Preparation for the March 2015 countywide disaster drill in Carlsbad.
- Ebola preparation, Chief Davidson and AMR have developed a curriculum to serve both public and private parties in the CSA for November.

##### Continuing Education conducted by Mary Murphy, Joe Russo and Don Sullivan:

- July - pit crew CPR
- August - IO and capnography cardiac monitor procedure
- September - domestic violence and internal defibrillators

3. Pat Pellitier is the new AMR clinical manager.
4. Don Sullivan was thanked for working with the Chiefs and Mary Murphy since August.
5. AMR continues to have their stakeholder meetings and continues to monitor the community services that are provided in CSA-17.
  - Blood pressure clinics are held on a monthly basis at senior centers.
  - There have been 591 hours of community service with over 6,000 people served, of which 5,510 have been trained in CPR.
  - Cardiac Arrest Registry to Enhance Survival (CARES) started in January. CSA-17 to date has had 48 cardiac arrest patients.

#### **E. Operations Report – Mike Gibbs**

1. The EMS Coordinator has been involved with County Annex D procedures and purchasing new AEDs and new hire testing for firefighter paramedics in CSA-17. The EMS Coordinator has also assisted with coordinating an MCI drill that was specific to sand entrapment along the beach working with San Diego City and local lifeguards training at Rancho Santa Fe and Encinitas Station 5.

MCI was covered as well as the major medical response procedure, Sidewalk CPR was taught to 900 individuals at a school by the EMS Coordinator and Encinitas Fire Fighters.

2. October is Fire Prevention month.

**V. ANNEXATION OF CSA-107 (Elfin Forest/Harmony Grove) – Marcy Metz**

**A. Review of Activities.**

The proposed annexation of CSA-107, Elfin Forest/Harmony Grove, into CSA-17 for emergency medical services has been discussed at the last two quarterly Advisory Committee meetings. EMS initiated the Annexation Impact Analysis months ago and it is now complete. Representation from San Diego LAFCO and Rancho Santa Fe were invited to present the information on the application to annex CSA-107 into the Rancho Santa Fe Fire Protection District (RSFFPD).

**B. Local Agency Formation Commission (LAFCO)**

**1. Rancho Santa Fe Fire Protection District LAFCO Applications - Chief Michel**

- Reorganization with CSA-107 fire and emergency services
- Application has been submitted to LAFCO by RSFFPD for fire protection and emergency services, but not ambulance services which are a County service. LAFCO reviews the application regarding service items that may need to be modified or included in the application.
- County staff has been reviewing what the impact of annexation would be on CSA-17. This annexation issue was addressed to the CSA-17 Advisory Board two years ago by Chief Twohy.
- CSA-17 resources were considered by utilizing mutual aid with the County.

**2. LAFCO Process/Preliminary Report - John Traylor**

- The process for annexation was reviewed by LAFCO and the affected agencies, the County, Rancho Santa Fe and CSA-107.
- The affected and neighboring jurisdictions were provided with a comment period during the application process. Comments were due on November 3rd.
- Impact on CSA-17 as an ambulance transport provider in expanding and annexing the unserved area was reviewed. All effected agencies will have input regarding the impact on the community.
- The application will go to the LAFCO Commission who will make a ruling. After 30 days there will be a hearing. During the process there is a timeframe where the County of San Diego will negotiate property tax transfer to RSFFPD.

**3. Discussion topics included:**

- Property tax of 1% for new residents in Harmony Grove will be a condition in the application.
- Response time and response criteria, location of the fire station, EMS and first responder services.

### C. EMS Impact Analysis

1. The purpose of the Impact Analysis is to evaluate the impact on the CSA-17 ambulance transportation component regarding the proposed annexation of CSA-107 (Elfin Forest/Harmony Grove) into CSA-17. Components of the report review the historical number of ALS, projected number of calls of transports and estimated ambulance response time for the area.
2. Background geographic area of CSA-107 and the unincorporated communities of Elfin Forest and Harmony Grove were provided. The area currently includes 400 rural homes, the Elfin Forest recreation reserve, Olivenhain emergency reservoir and a current population of approximately 1,800.
3. Services are supported by the voter approved benefit fee. Part of Elfin Forest is included in CSA-17 for ALS but there is an area that is unserved unless there is annexation. The Harmony Grove Developer has plans to build a second fire station in the Harmony Grove Village area and through the Rancho Santa Fe FPD application there would be a paramedic first responder at that station.
4. The Harmony Gove housing development area and maps were reviewed.
5. 2012 estimated responses and transports show less than 1% of the CSA current volume. Projected transports in Harmony Grove will be less than one (1) transport every five (5) days.
6. Revenue from CSA-17 comes from property taxes, parcel taxes, nonresident transportation fees and resident transportation fees. Parcel tax will apply to the new area in Harmony Grove. The property tax formula already in place for the CSA is 0.299% of 1% of the property tax. The projected development of approximately 742 homes tax revenue of the two sources would be about \$54,000.

The Fire Chiefs from neighboring Escondido and San Marcos have agreed in theory and concept with this annexation. If approved, CSA-17 and the neighboring communities will need to enter into mutual aid agreements in order to provide coverage during times of system stress.

The fiscal impact of this annexation will be budget neutral base on the anticipated parcel tax and property tax revenue. It is anticipated that these revenues will offset costs associated with mutual aid.

7. Discussion topics included:
  - Payment and Mutual aid.
  - Existing population burden. Existing property tax to CSA 17 currently in place and if it will apply to the property owners annexed.
  - Service impact to the current CSA area.

**D. Recommendation:**

Recommendation is to move forward by approving a LAFCO application for annexation of CSA-107 into CSA-17 for EMS transportation service.

**A motion was made by John Tanner, seconded by Peter Zovanyi to proceed with the application process to include additional terms and conditions during the committee discussion regarding future expansion to the area and its impact on the current CSA-17 area.**

Discussion on motion: CSA-17 Advisory Committee continued discussing terms and conditions on the fiscal and operational impact to CSA-17.

**A subsidiary motion was made to continuing the discussion drafting the terms and conditions that may be part of the CSA-17 LAFCO application for annexation of CSA-107 at the next Advisory Committee meeting in February 2015.**

**VI. OLD BUSINESS/FUTURE AGENDA ITEMS**

- A. Proceed with discussion on the annexation of CSA-107 Elfin Forest/Harmony Grove into CSA-17 for emergency medical services.

**VII. SET NEXT MEETING/ADJOURNMENT**

The meeting was adjourned at 4:55 p.m. Next meeting will be February 3, 2015.

Submitted by  
Janet I. Wolchko, Administrative Secretary  
County of San Diego Emergency Medical Services

